

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE #94
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT
CODES: 6, 8**

COORDINATOR - LOCAL INITIATIVES SUPPORT

DEFINITION

Under general supervision, the Coordinator – Local Initiatives Support is responsible for coordinating support for assigned special programs or initiatives.

EXAMPLES OF DUTIES

Coordinate and facilitate assigned student events, office events, and functions;

develop and manage assigned student events websites;

maintain partnerships that will ensure sustaining resources for student demonstration of academic growth and achievement at student events and functions;

coordinate communication with agencies, organizations, and individuals that support events as assigned;

oversee the Williams Settlement Act activities and ensure compliance with the inspection and reporting requirements;

prioritize workload and make adjustments as needed to meet established timelines;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Event planning and support services provided to schools and districts by the Kern County Superintendent of Schools;

project management.

Ability to:

Effectively plan, support, and evaluate the activities as described above;

collaborate with other department and division staff in a professional manner and maintain cooperative working relationships;

communicate effectively with teachers, administrators, parents, and community members in writing and orally;

work autonomously and meet deadlines;

work effectively with staff, parents, and teachers.

Experience:

Minimum of three (3) years of demonstrated experience working with school and district personnel, students, parents, and school community members in support of academic achievement and/or events.

Education:

Bachelor's degree required.

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn

4/4/2025

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Formerly Coordinator I - Instructional Services Program Support 2024